

# TOOLS



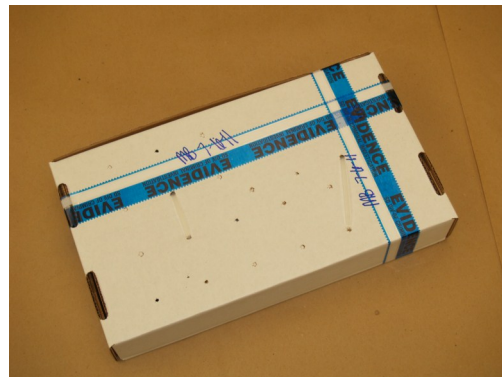
Tools in all shapes and sizes may be important in an investigation.



Secure the tool in a hand gun box with plastic zip ties.



Protect the suspected area when packaging the item.



Close and seal the box with evidence tape.

## Don'ts

- Don't attempt comparison by fitting tool into tool mark impression.
- Don't use tool for anything except to make known standards.
- Don't submit tool marks involving property crimes without prior approval from the Firearm section supervisor.
- Mark tools with identifiers such as name or initials and date on the opposite end needed for tool mark comparison.
- Preserve ends by wrapping the ends with soft paper to preserve paint chips or other trace evidence.
- Plastic ties may be used to fasten tools inside the box to prevent damage caused by shifting or contact.
- Package all tools separately.
- If a tool contains blood or other body fluids air dry in drying locker, package and attach a biohazard label to the side of the box or envelope.
- If the tool is believed to contain trace evidence and the source of the evidence is known, samples should be collected from the known source prior to mark comparison.

(Continued on next page)

Other examples of how to package certain items for submittal:

